



Student-Parent Handbook 2023-2024

Houston, Texas

Welcome to River Oaks Academy (ROA), we sincerely appreciate your interest in our school. Please let us know how we can help you. We are open to discussing your needs with you. Our caring staff is prepared to consult with you about our services as well as those we may be familiar with in the Houston metropolitan area.

River Oaks Academy, established in 1988, has a proud heritage of educating students in small groups with experienced teachers to support their individual needs. The small group and supportive learning environment allows students the opportunity to receive individualized attention for mastering academic skills. Classes are offered for students from kindergarten through the twelfth grade. The academy is accredited by Cognia, aka, Southern Association of Colleges and Schools (SACS) and approved by the Texas Education Agency (TEA), a unique combination in the Houston area.

ROA serves students with unique and challenging needs, including international and expatriate students when English is a second language or their time in the US is limited. The international students thrive well in a small environment and our college entrance rate is nearly 100%. Students with unique needs due to learning differences are well served by a tailored education. Our teachers are able to adapt the curriculum to ameliorate or compensate for particular student difficulties. Social skills and therapeutic services are also available. These services are especially recommended for the student having difficulty meeting academic goals.

Admissions are scheduled throughout the school year. We encourage you to visit our campus and meet with one of our intake counselors for more detailed information about the academy.

Sincerely,

Luis A. Valdes, PhD

A LETTER FROM ADMINISTRATION

Dear River Oaks Academy Students and Parents,

You and your parent's input are recommended for helping our staff improve your educational experience. The faculty and staff at our school hope to assist you in making this year a very positive, productive, and memorable experience. We all look forward to helping you meet your goals and continue the tradition of "soaring high" with the Eagles at ROA.

Sincerely,

Luis Valdes, PhD
Director

MISSION

THE MISSION OF RIVER OAKS ACADEMY IS TO PROVIDE AN INDIVIDUALIZED EDUCATION TO GIVE HOPE AND A FUTURE

WE STRIVE TO MAINTAIN AN ENVIRONMENT WHERE STUDENTS CAN EXPERIENCE SUCCESS ACADEMICALLY, EMOTIONALLY, AND SOCIALLY WHILE PREPARING FOR THE NEXT DEVELOPMENTAL STAGE IN LIFE

RIVER OAKS ACADEMY PHILOSOPHY

The philosophy of River Oaks Academy is to provide an education in an environment that recognizes the individual's unique needs and promotes success. Our belief is that each individual has addressable characteristics that, if understood, can be used to enhance their educational experience and success. Our learning environment stresses growth in the following areas:

Intellectual - the ability to think logically and to reason independently including critical thinking, problem solving and self-direction.

Educational - the belief that an education in reading, writing and mathematics will provide for life-long growth, development and participation in pro-social activities including the study and use of science, history, fine arts and wide-range of market-place skills.

Societal - learning about community and promoting social and emotional growth necessary to formulate and practice moral and ethical values that are an integral part of living in a family and community. We believe in the dignity and worth of each person with an understanding and commitment to the concept of a democratic society and its foundations, traditions, values and institutions.

Economic and Occupational Competence - training that is broad and prepares for economic and occupational competence and provides for the effective use of communication and mathematical skills.

Humanities - aesthetic values and growth in creative interests and abilities that promote health as a critical part of the development of the whole person.

Physical – the development and maintenance of the physical body, including exercise, movement and sportsmanship.

ACADEMIC INFORMATION

River Oaks Academy strives to maximize each student’s potential. ROA follows State of Texas’ Essential Knowledge and Skills (TEKS) as its guide. Credits at the high school level follow State requirements. Twenty-two credits are required, 24 credits are recommended for high school graduation.

Texas State Graduation Requirements
RECOMMENDED HIGH SCHOOL PROGRAM

Discipline	Current Recommended High School Program (24 credits)	Revised Recommended High School Program (24 credits)
English Language Arts and Reading☐☐☐	Four credits: <ul style="list-style-type: none"> • English I, II, III, and IV. • English I and II for Speakers of Other Languages may be substituted for English I and II only for immigrant students with limited English proficiency. 	Same requirement
Mathematics☐☐☐	Three credits must consist of: <ul style="list-style-type: none"> • Algebra I, • Algebra II, and • Geometry. 	Same requirement
Science☐☐☐	Three credits selected from four specified areas as indicated below. (No more than one credit may be chosen from each of the four areas.) <ul style="list-style-type: none"> • Integrated Physics and Chemistry; • Biology, AP Biology, or IB Biology; • Chemistry, AP Chemistry, or IB Chemistry; • Physics, Principles of Technology I, AP Physics, or IB Physics. Students are encouraged to take Biology, Chemistry, and Physics.	Three credits. One credit must be a biology credit (Biology, AP Biology, or IB Biology). Must choose the remaining two credits from the following areas. Not more than one credit may be chosen from each of the areas to satisfy this requirement. <ul style="list-style-type: none"> • Integrated Physics and Chemistry; • Chemistry, AP Chemistry, or IB Chemistry; • Physics, Principles of Technology I, AP Physics, or IB Physics. Students are encouraged to take courses in biology, chemistry, and physics.
Social Studies☐☐☐	Three and one-half credits must consist of: <ul style="list-style-type: none"> • World History Studies (one credit), • World Geography Studies (one credit), • U.S. History Studies Since Reconstruction (one credit), and • U.S. Government (one-half credit). 	Same requirement
Economics with emphasis on the	One-half credit	Same requirement

free enterprise system and its benefits		
Languages Other Than English	Two credits must consist of Level I and Level II in the same language.	Same requirement

Physical Education	One and one-half credits to include Foundations of Personal Fitness (one-half credit). (Limit two credits.) Can substitute: <ul style="list-style-type: none"> • drill team, • marching band, • cheerleading, • ROTC, • athletics, • Dance I-IV, • approved private programs, or • certain career and technology education courses. 	Same requirement
Health Education	One-half credit or Health Science Technology (one credit).	Same requirement
Discipline	Current Recommended High School Program (24 credits)	Revised Recommended High School Program (24 credits)
Speech	One-half credit selected from either: <ul style="list-style-type: none"> • Communication Applications, • Speech Communication, • Public Speaking, • Debate, or • Oral Interpretation. 	One-half credit: <ul style="list-style-type: none"> • Communication Applications

Technology Applications≡	One credit selected from either: <ul style="list-style-type: none"> • Computer Science I or II, • Desktop Publishing, • Digital Graphics/Animation, • Multimedia, • Video Technology, • Web Mastering, • Independent Study in Technology Applications; or • Business Computer Information Systems I or II, • Business Computer Programming, • Telecommunications and Networking, • Business Image Management and Multimedia, • Computer Applications, • Technology Systems (computer laboratory-based), • Communication Graphics (computer laboratory-based), or • Computer Multimedia and Animation Technology. 	Same requirement
Fine Arts≡	One credit	Same requirement
Discipline	Current Recommended High School Program (24 credits)	Revised Recommended High School Program (24 credits)

Elective Courses≡ **Three and one-half credits: 1. Option I: Mathematics, Science,**

Elective.

A. Mathematics (one credit) must be Precalculus.

B. Science (one credit) selected from either:

- Integrated Physics and Chemistry;
- Biology, AP Biology, or IB Biology;
- Environmental Systems, IB Environmental Systems, or AP Environmental Science;
- Chemistry, AP Chemistry, or IB Chemistry;
- Aquatic Science;
- Physics, AP Physics, or IB Physics;
- Astronomy;
- Geology, Meteorology, and Oceanography;

- Scientific Research and Design;
- Anatomy and Physiology of Human Systems;
- Medical Microbiology;
- Pathophysiology; or
- Principles of Technology I or Principles of Technology II.

C. Elective (one and one-half credits).

2. Option II: Career and Technology.

Three and one-half credits in a coherent sequence of courses for career and technology preparation.

3. Option III: Academic.

Three and one-half credits in state approved courses in:

- language arts,
- science,
- social studies,
- mathematics,

- languages other than English, ,
- fine arts

- or, technology applications.

Three and one-half credits from • the list of courses approved byThe SBOE for Grades 9-12; state-approved innovative courses; Driver Education (one-half credit)

≡ College Board advanced placement and International Baccalaureate courses may be substituted for requirements in appropriate areas.

Residency: A student must complete at least the last full semester at River Oaks Academy in order to be eligible to receive a diploma from the school.

GRADING SYSTEM

Numerical Grades

Grades are reported in accordance with state law as follows:

- A 90-100 Excellent Progress
- B 80-89 Good Progress
- C 75-79 Average Progress
- D 70-74 Poor Progress
- F <69 No Progress
- Inc. Incomplete

INCOMPLETE GRADES

Incomplete grades for the year must be finalized within the allotted time limit set by the school.

CONDUCT GRADES

S= Satisfactory. The student has a good attitude, is cooperative, and generally observes school rules and regulations.

N= Needs to improve. The student’s attitude needs to improve. Infractions of school and classroom rules exist.

U= Unsatisfactory. The student’s attitude is poor and uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations.

STUDENT PROGRESS AND ASSESSMENT

Report cards are compiled every 6 weeks during the academic year and once during the summer.

Progress Reports are completed every 3 weeks by each teacher for each student. These reports are sent home with the student. This fosters strong communication between teacher and parent.

Parent-Teacher Conferences occur once per semester and participation is encouraged.

We encourage parents to communicate with ROA staff at least quarterly by phone or email. Meetings with staff can be made at any time by calling the school office.

Tests and quizzes are part of each class at every grade level. Due to learning differences and certain difficulties, the method of testing can be modified and tailored to individual student issues. Course by course pre-post testing and work samples may also be examined in order to assess student progress.

MAKE-UP WORK

Students who miss work in class due to an absence are encouraged to make up the work. It is the student's responsibility to make arrangements with the teachers for make-up work. All work should be made up within one week after returning to school.

Early Exams for Seniors

Seniors who are enrolled in a university/college summer school program may take semester exams prior to the regular examination schedule.

Help Sessions and Tutorials

1. Tutors/Help Sessions

If a student has been absent due to illness or has failed to understand some of the class work, appointments may be made with the teacher in order to obtain assistance.

The school can also provide an individual study period daily, which students can make use of whenever necessary.

2. Private Tutors

If a student needs more individual help than provided, and thinks a private tutor is needed, the parents should contact administration for information.

SUMMER SCHOOL

Students may attend summer school to obtain credit for a course they have failed or did

not complete during the regular term, to strengthen their abilities in areas where weaknesses are influential, or to take courses that they cannot take during the regular term due to an overload schedule.

ENGLISH AS A SECOND LANGUAGE

Overview

The English as a Second Language (ESL) program at River Oaks Academy aims to educate students in the English language according to standards and curriculum that will prepare them for advanced educational and vocational opportunities.

Purpose

To educate students in the English language, whose primary language is not English.

Scope

ESL students may come from any country in the world. The in-person program at the school building is delivered by certified teachers. The virtual program can be accessed anytime-anywhere. The same certified teachers are available for synchronous as well as asynchronous classes. Students coming from other countries to the US are able to come via tourist visas for short-term programs and F1 visas for long-term programs. Local residents of the US are also eligible.

Program Options

ROA offers a variety of English language learning programs and opportunities with different levels of completion and lengths to match the desire of each student.

ROA offers the following ESL programs:

Level 1 Certificate - equivalent to K-3 curriculum; Accuplacer score: Aggregate and Sub Scores

Level 2 Certificate - 4-6 curriculum; Accuplacer score: Aggregate and Sub Scores

Level 3 Certificate - 7-8 curriculum; Accuplacer score: Aggregate and Sub Scores

Level 4 Certificate - 9-10 curriculum; Accuplacer score: Aggregate and Sub Scores

Level 5 Certificate - 11-12 curriculum; Accuplacer score: Aggregate and Sub Scores

The program covers:

- Language Usage
- Listening
- Reading
- Comprehension
- Writing

Intensive Programs

Two week intensive course - 4 hours per day, 10 days = 40 hrs

Four week intensive course - 4 hours per day, 20 days = 80 hrs

Six week intensive course - 4 hours per day, 30 days = 120 hrs

Embedded

Semester course - 18 weeks; 1 hour per day, 90 days = 90 hrs

Yearly course - 36 weeks; 1 hour per day - 180 days = 180 hrs

Curriculum and Activities

The ROA ESL program follows the Texas Essential Knowledge and Skills as well as ESL specific curriculum. The program uses the following curriculum materials as its foundation.

1. Texas Essential Knowledge and Skills
2. IXL English at ixl.com
3. Saylor Academy at saylor.org
4. Rong-chang.com curriculum materials
5. Language Arts textbooks

ATTENDANCE POLICY

Absences

If a student is absent for any reason, a parent must call the school at (713) 783-7200 to report the absence. It is also mandatory that a signed and dated note with an explanation of the absence be sent with the student when he/she returns to school. Students are

allowed five absences each semester excused by a parent note. After that, excused absences require an original "Doctor's Excuse." Only original documents can be accepted, no faxes or photocopies will be permitted. Students are allowed a two (2) day grace period to provide the appropriate note. Please have your student come to administration with the absence note before the beginning of the school day. He/she will receive an admit slip to show all teachers.

Excused Absence

An excused absence is based upon personal illness, illness or death in the immediate family, quarantine, weather, or road conditions making travel dangerous, suspension, court subpoenas, or any other unusual cause acceptable to the administration. Determination for excused absences will be made by administration. Students who miss class with an excused absence must be permitted to make up missed work. An absence is excused ONLY when a note is presented from the parent/guardian, doctor or court subpoena.

Request for Special Absence

Occasionally a student needs to be absent for a special reason (i.e., religious holy day, court, family holiday, DPS, etc.) The student should submit a written request form the parent to administration two (2) days prior to the absence, stating a reason for absence and date(s) of requested absence.

Tardy

School begins at 8:15 a.m. Tardiness is defined as arriving to class after the tardy bell has rung. Three tardies equals one absence. Absences may be made up in summer school.

Early Dismissals

If a student needs to leave school early during the day, he/she must obtain an early dismissal slip from administration. A dated and signed note from the parent/guardian is required, noting the time and the reason for the early dismissal (i.e. doctor, DPS, etc.) It is the responsibility of the student to show this slip to his/her teacher before he/she is allowed to leave the classroom. The student must sign out at the front office prior to the departure. The parent/guardian or other authorized adult must come with a photo ID into the front office to check the student out of school.

Withdrawal from School

All students withdrawing from school must initiate the withdrawal procedure in the registrar's office. Students must have a written request from their parent or guardian to withdraw. Before a student's records may be sent to any other school, all financial

records must be cleared. See tuition contract.

Change of Address or Telephone Number

The registrar should be notified immediately of a change for the home or business phone number, or change of address.

RIVER OAKS ACADEMY STUDENT SERVICES

Food Service

Students can order from our caterer or bring their lunches. A refrigerator and microwave are provided.

Closed Campus

Once arriving on the campus for the school day, the student will not be permitted to leave the campus without the permission of administration. Closed campus includes students remaining on campus for lunch.

Lockers

Students will be assigned lockers at the beginning of each school year for the purpose of storing their books, school materials, and supplies. The lockers, however, remain the property of River Oaks Academy and are subject to inspection without notice. Students having in their locker items that violate River Oaks Academy policies will be subject to disciplinary action.

The school cannot be responsible for property placed in lockers

Backpacks

Backpacks can be checked at any time for suspicion of problematic contents. This rule will be strictly enforced.

Lost and Found

The school maintains a lost and found service in the office. All items not claimed within two weeks after school is out will be given to a charitable organization.

Telephone

The school office phones are business phones and are not for student use except in an emergency or with permission of administration.

Cell Phones

Students are allowed to have cell phones in their possession. They are not allowed to use them during instructional time unless permitted by the teacher or administration. Cell phones are to be silenced during school hours. If a cell phone is checked, removed from a pocket, purse or bag it must be turned in to a teacher or staff. The phone will be returned at the end of the school day. Three infractions of improper cell phone use will trigger a turning in of the cell phone at the beginning of the school day or a prohibition from bringing it to school at all.

Student Transportation and Parking

Students who drive cars to school are required to park in the designated student parking lots. Cars which are not parked in the proper manner or area **may be towed away at the owner's expense.**

Security demands that students leave their vehicles immediately upon arrival in the school parking lot. No student, without permission from administration, may enter the parking lot during the day.

Vocational students who must leave via the parking lot during the day must not loiter in the parking lot before leaving or after returning to the campus.

River Oaks Academy cannot be held responsible for any damage, theft, or loss of automobile or any personal belongings left therein.

Visits to River Oaks Academy

Students may not have visitors without prior approval from parents and school administration. Approval will be granted **ONLY** in rare and unusual circumstances. Students' visitors are subject to all school rules and regulations.

STUDENT CODE OF CONDUCT & DISCIPLINE MANAGEMENT PLAN

Jurisdiction

River Oaks Academy has jurisdiction for discipline purposes over its students from the time of arrival at River Oaks Academy until leaving school grounds at the end of the day. ROA has jurisdiction during on and off campus school activities. Misconduct during this time becomes a matter of school discipline.

Administration has been designated by the Board as the School Disciplinarian with

authority to:

- Assess and implement campus discipline in cooperation with teachers and staff.
- Remove a student or any person from campus.
- Remove students to alternative educational placement within the building.

ROA does not have responsibility for student conduct off campus or away from school sponsored activities.

Offenses

Students are prohibited from the following offenses:

- *Running or making excessive noise in the hall, classroom, or building
- *Neglecting to bring required materials or assigned work to class
- *Failing to follow classroom rules
- *Failing to participate in classroom activities as requested
- *Eating or drinking in an unassigned area
- *Throwing objects
- *Talking back/arguing/name-calling
- *Horse-playing/scuffling
- *Inappropriate use of food in cafeteria
- *Cheating or copying the work of another
- *Truancy/skipping class/leaving school grounds without permission
- *Posting or distributing unauthorized publications on school property
- *Physical contact with another student creating a disruptive environment
- *Inappropriate public displays of affection
- *Selling or soliciting for sale unauthorized merchandise
- *Using or possessing tobacco on school property
- *Possessing a laser pointer
- *Possessing a prescription or non-prescription drug
- *Violating the acceptable use of computers
- *Failing to serve detention
- *Using profane or inappropriate forms of language
- *Using lighters or matches on school property
- * Possession or use of fireworks
- *Stealing or unauthorized possession of another person's property, theft
- *Gambling
- *Sexual harassment
- *Engaging in sexual conduct
- *Possessing or concealing a weapon (including all types of guns, toys, play or otherwise)
- *Possessing or using a stink bomb, or other noxious chemical

- *Committing perjury or lying during a school investigation
- *Possession of ammunition
- *Possession of drug paraphernalia
- *Forging school records and/or forms
- *Insubordination noncompliance with the directives of a member of the school staff
- *Participating in an unauthorized organization or gang; gang-related activity

Procedures for Disciplinary Action

Moderate infractions. For moderate infractions of policies and regulations a student may be detained during lunch and/or PE. Additional infractions will lead to detention after school hours. The teacher or administrator shall inform the student of the conduct which has constituted the violation. Repeated infractions may be assessed for recommendation to a higher level of care within ROA.

Major infractions. A major infraction may lead to in-school suspension. Additional major infractions will lead to out of school suspension and potential expulsion. Repeated and severe infractions may be assessed for recommendation to a higher level of care within ROA.

After School Detention. Parents will be contacted for transportation purposes. At the parents discretion the detention can be served the following day for reasons of arranging transportation.

Removal from the classroom. A teacher or administrator may remove a student from the classroom for disrupting other students or the teacher. A student who is removed from class will be sent to the administrator on duty. At the administration's discretion, the student may be returned to the classroom, sent home, or placed in a higher level of care. Repeated removals may be assessed for recommendation to a higher level of care within ROA.

A student may be removed from regular classes or school premises for the following:

- 1) Being under the influence of alcohol or drugs.
- 2) Being agitated and/or threatening others.
- 3) Physical illness or potentially contagious disease.
- 4) Suffering from any other condition that temporarily threatens the student's welfare, the welfare of others, or the efficient operation of the school.

Increasing Level of Care

If a student is assessed to need a higher level of programmatic or therapeutic support, a higher level of care will be recommended. Therapeutic program costs are additional to school tuition. The levels of care at ROA are as follows:

Level 1: Academic program only (tuition based)

Level 2: Academic program plus programmatic and therapeutic support (tuition plus payment for increased support and therapy)

Level 3: Academic program plus intensive programmatic and therapeutic support outpatient (tuition plus payment for intensive services)

Level 4: Day Treatment Program (tuition plus day treatment program)

Note: Therapeutic services may be billed through insurance if the child meets criteria for services.

IMPORTANT NOTE: If a higher level of care is recommended, parents have the option of following the recommendation for higher level of care which includes therapeutic services at the parent's expense or withdrawing the student.

RIGHTS AND RESPONSIBILITIES

The purpose of this section is to provide a brief description of the more important rights and responsibilities of students. In general, students should have maximum freedom allowable under law, commensurate with the school's responsibility for student health, safety, and welfare. Consequently, the school does not relinquish its authority and responsibility for maintaining the orderly educational process. Maintenance of the orderly educational process shall be accomplished in a manner which both respects the rights and recognizes the responsibilities of students.

EDUCATIONAL ATMOSPHERE

-Students have the RIGHT to an appropriate educational program.

-Students have the RESPONSIBILITY to strive for academic growth by being prepared for each class.

-Students have the RIGHT to study under qualified instructors in an atmosphere free from bias, prejudice, and disruption.

-Students have the REponsibility to contribute to a positive climate by being respectful to others and behaving in a responsible manner.

-Students have the RIGHT to appropriate counseling for educational problems.

-Students have the RESPONSIBILITY to seek counseling for educational problems. **REPORTING OF PROGRESS**

-Students have the RIGHT to an academic grade that reflects their academic achievement.

-Students have the RESPONSIBILITY to maintain reasonable standards of academic performance.

-Students have the RIGHT to receive conduct grades consistent with their behavior.

-Students have the RESPONSIBILITY to conduct themselves in each class in ways that contribute to the learning environment.

ATTENDANCE

-Students have the RIGHT to information on policies and rules that define absences and tardiness.

-Students have the RESPONSIBILITY to take advantage of their educational opportunities by attending all classes daily and on time.

-Students have the RIGHT to make up class work within a specified length of time.

-Students have the RESPONSIBILITY to request the makeup assignments from their teachers and complete this work.

FIRST AMENDMENT RIGHTS

-Students have the RIGHT to beliefs of their own established religion.

-Students have the RESPONSIBILITY to respect the religious beliefs of

others. -Students have the RIGHT to express themselves and their own points of view.

-Students have the RESPONSIBILITY to exercise their freedom of expression in a reasonable manner; respecting the rights of others.

STUDENT GOVERNMENT

-Students have the RIGHT, under the direction of a faculty advisor, to form and operate a student council.

-Student government officers have the **RESPONSIBILITY** to be alert to the concerns of the student body and respond accordingly.

SEARCH AND SEIZURE

-Students have the **RIGHT** to privacy of their person and their personal possessions unless administration has reasonable grounds for suspecting that the student is concealing material, dangerous to the student body or prohibited by law or the policies and administrative procedures of the school.

-Students have the **RESPONSIBILITY** to promote a safe school environment by complying with all laws relating to contraband and illegal substances, including compliance and cooperation with investigations.

DISCIPLINE

-Students have the **RIGHT**, with regard to discipline matters, to reasonable and fair treatment.

-Students have the **RESPONSIBILITY** to behave in a manner which does not disrupt or interfere with the educational process.

CITIZENSHIP

-Students have the **RIGHT** to enjoy the basic rights of citizenship.

-Students have the **RESPONSIBILITY** to respect the rights and property of classmates, teachers, and other school personnel.

RIGHTS AND RESPONSIBILITIES OF PARENTS

PARENTS HAVE A RIGHT TO:

-expect a reasonably safe learning environment for the student.

-expect respect for themselves and the student.

-expect qualified teachers implementing organized instruction.

-receive notification of student progress at regular intervals.

-receive notification of each serious or recurring discipline problem.

- receive notification of student learning problems.
- expect a comprehensive, challenging, well-balanced, flexible curriculum which includes the Texas Essential Knowledge and Skills (TEKS).
- expect fair and consistent discipline of the student.
- inspect, review, and challenge the information contained in school records directly relating to the student.

PARENTS HAVE THE RESPONSIBILITY TO:

- establish and maintain in the home a positive attitude toward education with expectations of student achievement.
- provide for the physical needs of the student.
- ensure compliance with school attendance requirements.
- communicate regularly with the school concerning the student, bringing to the attention of school authorities any problem which could relate to their student's education.
- schedule and participate in parent-teacher conferences.
- discuss report cards and school assignments with the student.
- maintain up-to-date home, work, and emergency telephone numbers and other pertinent information.
- keep informed of school policies and academic requirements of school programs.
- teach the student to pay attention and obey the rules.
- control the student. A student's parent is legally liable for property damage caused by the negligent conduct of the student if such conduct is reasonably attributable to the willful or malicious conduct of a student.
- participate in school-related organizations and activities.
- ensure that the student is attired in accordance with River Oaks Academy dress code policy.
- follow the procedures outlined in this *Student Handbook* for authorizing the dispensing of prescription and/or non-prescription drugs to students at school.
- cooperate with administration, teachers, and staff.

-become familiar with the Code and school rules set forth in the Student Handbook, and with classroom discipline plans communicated by the student's teachers.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

The classroom teacher is the key figure in organizing, facilitating, and expediting the process of learning. The teacher makes instructional decisions which increase the probability of student learning.

TEACHERS HAVE THE RIGHT TO:

- teach in an educational environment conducive to instruction.
- select methods to teach those elements of the curriculum area they are assigned in ways that meet the needs of the students.
- expect instructional resources to support the curriculum.
- expect support from the administration in maintaining a positive learning environment. -expect the respect of parents and students.
- expect the students' cooperation, attentiveness in class, and completion of assigned academic work.
- be notified by parents of any concerns or complaints.
- develop, implement, and maintain an effective classroom management plan.

TEACHERS HAVE THE RESPONSIBILITY TO:

- prepare and implement daily lesson plans with objectives appropriate to an effective instructional program for students.
- exhibit an attitude of respect, free from bias or prejudice, for all students and parents.
- teach the curriculum required by River Oaks Academy and the State of Texas to meet or exceed the standards required by River Oaks Academy.
- keep abreast of current research.
- be prepared daily.

RIGHTS AND RESPONSIBILITIES OF ADMINISTRATION

The competent performance of the administration is essential in creating an environment where teachers can instruct effectively and students can learn.

THE ADMINISTRATION HAS THE RIGHT TO:

- expect student, parent, and staff commitment to instruction.
- establish rules and procedures.
- expect parental involvement and support of school efforts to maintain a safe, effective learning environment.
- expect students to participate in the instructional program and contribute to a positive educational environment.

THE ADMINISTRATION HAS THE RESPONSIBILITY TO:

- respond to discipline problems referred by teachers.
- promote effective instruction and discipline for all students.
- promote effective instructional leadership.
- develop policies and procedures to ensure that parents are notified of their student's progress.
- provide comprehensive curriculum directed toward meeting the needs of students and providing the necessary resources.
- implement board policies, rules, and regulations, which facilitate the establishment and maintenance of an atmosphere conducive to quality instruction.
- establish and maintain a positive organizational climate which provides opportunities for personnel, students, and parents to participate in the identification and resolution of school-related concerns.
- provide effective training, efficient instructional principles and strategies for teachers and staff

DRESS CODE

In order to maintain an orderly environment conducive to the attainment of the

educational mission and purpose of River Oaks Academy, students shall be required to conform to a dress and grooming code. The following guidelines are examples of expectations and are not limited to those provided in the list:

1. No article of apparel or hairstyle shall ever be worn which will in any way damage school property, create a safety hazard, or create a distraction. Hats, caps, headbands, bandanas, or chains shall not be worn indoors;
2. Clothing that depicts or refers to alcoholic beverages, drugs, nudity, bands, or contains obscene or profane slogans, or other emblems or writing that may reasonably be expected to cause disruption of, or interference with normal school operations is prohibited. Shirts are to have no written language or pictures except for brand name.
3. Shirts or blouses are to be closed (buttoned) in accordance with design and appropriateness. Undershirts, boxer shorts, tank tops, see-through shirts or blouses, pajamas, or clothing with spaghetti straps are not acceptable for school wear unless worn under other clothing; Pants or slacks must be worn at the waist, belted, if appropriate, and not “baggy”;
4. Skirts, dresses, and split-legged attire can be no higher than three (3) inches above the knee for students. Biker shorts, cut-offs, and Lycra-Spandex type items are not allowed;
5. Shoes shall be worn at all times and should be chosen for safety and health reasons and for quietness;
6. Hair and facial hair shall be clean, well-groomed and out of the eyes and shall be styled in a way that is neither distracting nor conspicuous.
7. Jewelry, including earrings, chains, emblems, etc., which is considered to be a safety hazard to either the wearer or to other students, which may damage school property, or which creates a distraction is not allowed.

The administration is authorized to determine the suitability of student attire and grooming, within the expressed wording and intent of this policy. The administration is authorized to publish and enforce additional rules that are felt to be necessary to maintain a safe and orderly learning environment, If the administration determines that a student’s grooming violates the ROA dress code, the student shall be given an opportunity to correct the problem at school. Repeated offenses will result in more serious disciplinary action.

DRUG/ALCOHOL USE

No student shall, during any school term and while on school premises or off school premises or off school premises at a school-sponsored activity, function, or event, sell,

give, deliver, use, possess, or be under the influence of any amount of:

- I. Marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 USC 801, et. seq.;
2. A dangerous drug, as defined by Chapter 483, Health and Safety Code; or
3. Alcohol. Education Code 37.006,37.007

In addition to the above prohibitions, no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or other volatile chemical with intent to inhale, ingest, apply or use them in a manner contrary to directions for use, cautions, or warnings appearing on a label of a container.

SMOKING, TOBACCO USE AND POSSESSION

Students shall be prohibited from smoking, vaping, using, or possessing tobacco, smoking, cigarettes, or vaping products on River Oaks Academy property. These prohibitions will be strictly enforced on school property.

CELL/SMART PHONES

Students are not permitted to use cell phones during instructional time, this includes texting and emailing.

DAMAGE TO SCHOOL PROPERTY

A parent or other person who has the duty to control and reasonable discipline of a child is liable for any property damage approximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least 12 years of age but under 18 years of age. Family Code 51.02, 54.041

If a child, age ten (10) through 16, engages in conduct that results in damage to ROA property, the administration may institute formal charges for the purpose of having the juvenile court order the child, or parent, to make full or partial restitution to ROA in accordance with law. Family Code 51.02, 54.041

PHYSICAL RESTRAINT

River Oaks Academy employee may, within the scope of the employee's duties, use and

apply restraint to a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using the physical restraint from physical injury;
2. Obtain possession of a weapon or other dangerous object;
3. Protect property from serious damage;
4. Remove a student refusing a lawful command of a school employee, including a classroom or other school property, in order to restore order or impose disciplinary measures.

WEAPONS

A student shall not be in possession of any prohibited weapon at ROA or any school related activity; nor shall a student knowingly, intentionally, or recklessly go on the physical premises of a school, any grounds or building on which an activity sponsored by ROA is being conducted, or passenger transportation vehicle of a school with any prohibited weapon, unless pursuant to written authorization of the school. Penal Code 46.03(a); Education Code 37.007(a)(1). In addition, play, toy or any other type of gun is prohibited.

SAFETY DRILLS

The following emergency safety drills are standard throughout all schools. There should be no difference in approach to a safety drill and actual emergency. Both should be accomplished rapidly, seriously, and in an orderly manner.

Evacuation Drill (Fire, gas, electrical problems)

Three Bells ... Quickly evacuate the building.
Two Bells ... Return to the classroom.
One Bell ... Stop where you are for instruction.

Disaster Drill (tornado, hurricane, air raid)

A series of short rings, continuous for thirty seconds, will signal a disaster drill. Outside doors and windows should be opened and shades or blinds drawn. You are to move quickly to a shelter area, get on the floor, and protect your head and face.

Active Attacker/Shooter

Follow your teacher's direction. Run to the nearest exit and continue running to a safe place in the surrounding area, in particular the buildings next door or the sidewalk. Wait for instructions from authority figures, law enforcement or staff.

Power Failure Procedure

Stay where you are and wait until you get further instructions.